

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing fire suppression operations of the fire department on an assigned shift and managing those specific fire department functions assigned by the Fire Chief. The employees of this class perform the duties of the Fire Chief in the chief's absence and supervise subordinate employees in the Fire Suppression Division. The Assistant Fire Chiefs oversee the production and maintenance of Fire Suppression Division records and reports, assists with preparing the department budget, and perform public relations functions. Duties of this class are performed with a high level of independence, with work assigned and reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Fire Chief on an assigned shift in the absence of the chief. Manages the operations of the Fire Suppression Division on an assigned shift. Assists in developing management policies, goals, and objectives for the department. Observes the operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Oversees the organization of the division, including number and distribution of operating units, equipment and apparatus, and personnel. Organizes, researches, and composes written plans on hydrant testing, pre-plan inspection, and other programs and insures the implementation and evaluation of such programs. Directs the investigation of complaints against department personnel and makes a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings. Keeps informed on local trends that may affect the fire service when attending meetings, conferences, conventions, and other educational meetings. Studies new laws, regulations, and ordinances related to fire department operations. Interviews prospective employees and makes recommendations for hiring in accordance with civil

service law. Makes recommendations for promotions to both temporary and permanent positions in accordance with civil service law.

Responds to all fire calls on an assigned shift in order to oversee the direction of the emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and first aid operations. Responds to mass casualty incidents in order to assist in directing first aid, CPR, and emergency scene operations. Directs subordinates in the handling of emergencies involving hazardous materials. Insures that fire ground communications are maintained, the needs of the emergency personnel are met, and that activities with law enforcement at an emergency scene are properly coordinated.

Supervises subordinate fire department employees by assigning work schedules and duty areas, approving leave, reviewing reports written by subordinates and providing assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and discusses work performance with subordinates and superiors. Holds meetings for the purpose of receiving reports and disseminating information. Maintains discipline by counseling employees and recommending disciplinary action for consideration by the Fire Chief.

Determines what information should be included in records of the Fire Suppression Division and in what form this information should be kept. Directs the preparation and maintenance of division records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Compiles and analyzes data needed for reports. Completes forms and records, and writes reports required to document the operation of the department, including LFIRS reports.

Assists the Fire Chief in the preparation of the departmental operating budget by helping compile and organize the data needed to compile the budget. Prepares expenditure estimates and authorizes the expenditure of department funds as directed, making sure that such expenditures are in accordance with the budget. Supervises the preparation of the division payroll records.

Assists the Training Officer in evaluating the training needs of the department, providing for department training, recommending outside training to meet these needs when necessary, and conducting classroom instruction. Personally trains subordinates by conducting drills and evolutions, training in pre-fire planning, and providing informal on-the-job training.

Oversees the fire investigation of fires occurring within the district. Supervises the management of the security of the fire scene in order to prevent damage or removal of evidence. Provides for department assistance to arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required. Oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Coordinates with the Director of Administration to arrange for repairs and maintenance of fire department facilities, equipment, and operating systems. Supervises the inspection of the repairs to insure that repairs were properly accomplished. Makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such purchases within the established budget. Oversees the distribution of supplies and equipment to fire department personnel. Attends meetings with sales representatives to review products in order to assist in writing specifications for new fire department equipment and preparing such for public bid.

Works with firefighters' labor unions and other unions, boards, or agencies whose operations affect the careers of the fire department personnel. Coordinates special projects to enhance the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must possess certification as Emergency Medical Technician.

Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years immediately preceding closing date for application to the board.